

# **NEW BRADWELL COMMUNITY CENTRE**

## **EMERGENCY EVACUATION PLAN**

**To be activated in the event of Fire, Bomb Threat or Utility Failure.**

**The Hirer is deemed to be the responsible person to activate this plan and shall be on the premises for the duration of the hire period.**

**The postcode address of these premises is: - MK13 0DA**

Before the hire period begins, the hirer must consider how the emergency services will be contacted and include this in the event risk assessment. The emergency services can be contacted by personal mobile phone (if there is sufficient signal) or by speaking to a nearby resident.

This plan contains:

1. Responsibility of Hirer if an emergency is declared.
2. How to warn event attendees of the emergency.
3. Persons responsible for summoning the emergency services;
4. Evacuation procedure;
5. Identification of vulnerable persons and those especially at risk and their evacuation arrangements.
6. Identify organisers with special duties such as Fire Marshals.
7. Identify the Fire Assembly Point.
8. Liaising with the emergency response coordinator on arrival and notifying of significant risks.
9. The shutdown of equipment or power supplies that require isolation.
10. Training that may be required by event organisers and their helpers
11. **How to complete this form**

## **1. Responsibility of Hirer if an emergency is declared.**

In the event of an emergency as specified on the front cover of this document, the hirer, as the designated Responsible Person, must implement this Emergency Action Plan together with any additional control measures identified in the event risk assessment.

They must ensure:

- I. That the alarm is sounded, by operating a call point if necessary or shout “fire” in the event of a system failure.
- II. Ensure previously designated fire marshals direct all occupants to the safe exits and instruct them to congregate at the appropriate assembly point: **Main Hall to the rear car park (St James St) or Gym (small hall) to the main car park at the front of the building (Church St).**
- III. Nominate an individual to contact the required emergency service and liaise with the Officer in charge when they arrive.
- IV. Fight any fire only if trained and it is safe to do so.
- V. Conduct a roll call of persons attending the event.
- VI. Ensure key helpers have a clear understanding of their role and provide instruction if required.

## **2 How to warn event attendees of an emergency:**

At the start of the event, attendees should be told how they will be warned if an emergency occurs. This should be done by a person nominated by the Responsible Person. Any person may activate the fire alarm by operating the call point next to an emergency exit.

When the fire alarm sounds, all occupants must leave the building immediately. Nominated fire marshals should assist with the evacuation. If a call point has been activated accidentally, the Responsible Person should identify which call point has been operated and reset it when it is safe to do so.

To silence the alarm and reset the system, proceed to the fire panel adjacent to the entrance to the toilets. The alarm control buttons should then be operated in the following sequence: ‘Silence Alarm’, ‘Silence Buzzer’, ‘Reset System’.

Check that all indicator lights are extinguished except the green power light. All incidents must be reported to the booking clerk.

## **3 Persons responsible for summoning the emergency services**

The person nominated by the Responsible Person to contact the emergency services should provide the following information:

- I. The name of the building – NEW BRADWELL COMMUNITY CENTRE.
- II. The postal address – Church St, New Bradwell, Milton Keynes MK13 0DA.
- III. Give the telephone number of the phone by which you have contacted the service.
- IV. Brief circumstances i.e. approx. location of fire or description of threat.

V. Describe the Community Centre car park entrance and mention local landmarks, for example that the site is adjacent to St James Church.

#### **4 Evacuation procedure:**

Make your way to the nearest fire exit and out of the building to the appropriate assembly point in a calm and orderly manner. **If you are in the Main Hall, you may use the internal fire exit in the hall, which leads to the rear car park on St James St. If you are in the Gym (small hall), proceed to the main car park at the front of the building on Church St.** Do not re-enter the building until the Officer in charge of the incident tells you it is safe to do so. The silencing of the fire alarm must never be taken as an indication that it is safe to re-enter.

#### **5 Identification of vulnerable persons and those especially at risk and their evacuation arrangements.**

Consideration must be given to persons with mobility, hearing or sight impairments so that they are not put at a disadvantage in an emergency situation. This should also include young people, group leaders and elderly persons. Any vulnerable persons may require assisted evacuation from the building.

#### **6 Identify organisers with special duties such as Fire Marshals:**

At the event planning stage, the risk assessment will identify the number of people expected. The maximum occupancy is **170** persons within the building at any one time, and two fire marshals or stewards should be nominated for every 100 persons expected.

#### **7 Identify the Fire Assembly Point outside of the building:**

The designated assembly point for persons evacuating the building is as follows: **if using the Main Hall, proceed to the rear car park on St James St; if using the Gym (small hall), proceed to the main car park at the front of the building on Church St.** All attendees should make their way to the applicable area and report to the event organiser for a roll call. At this time, notify the person conducting the roll call of any known individual who attended the event whom you have not seen or believe to be missing. Such information shall be passed on to the Senior Officer of the Emergency Service in attendance.

#### **8 Liaising with the emergency response co-ordinator on arrival and notifying of significant risks:**

The person nominated to contact the emergency services should provide details of the incident as directed by the Responsible Person and as set out in section 3 above. On arrival of the emergency services, the nominated person must identify themselves to the senior officer attending and provide any local knowledge of the incident as requested.

#### **9 The shutdown of equipment or power supplies that require isolation:**

The emergency services attending an incident may have a site map; however, they may still need directions to the power isolation points. For the Main Hall, the power cabinet is at the rear by the store room door. For the Gym (small hall), it is upstairs through the door to the left.

#### **10 Training that may be required by event organisers and their helpers:**

During the event planning and risk assessment process for NEW BRADWELL COMMUNITY CENTRE, the Responsible Person or event organiser must decide whether they, or any attendees with special duties, need additional training and ensure that any necessary training is completed.